

## **CARLSBAD CITY LIBRARY EXHIBITS AND DISPLAYS**

Since 1967, the Carlsbad City Library has had an active exhibition program whose primary mission is to showcase the work of artists and collectors of San Diego's North County and to share that visual arts experience with its visitors of all ages. The Carlsbad City Library currently presents small-scale exhibitions, both on the wall and in display cases, in both its library locations.

### **CRITERIA FOR SELECTING EXHIBITIONS**

The exhibition schedule for both library locations is managed by the Library's community coordinator. Final decisions on the selection of artists/collectors, choice of artworks, and installation details rest with the Library's community coordinator and the library director. The exhibition spaces are intended to be a limited public forum, to be used for the display of artistic work suitable for viewing by all ages.

The selection of an exhibition for the Library is based on the order the request is made, as well as, but not limited to, the following criteria:

- budget issues: cost of presenting the exhibition
- medium and size of the artwork
- installation/display issues
- security
- previous record of exhibiting at the Carlsbad City Library

A list is maintained by the Library's community coordinator, and historically, there has been a one to two-year waiting period for wall-mounted exhibitions. City-organized exhibitions are not a part of this list however, and a City-organized exhibition may be presented at any time during the schedule, at the discretion of the Library's community coordinator. Exhibits are usually changed monthly, except in the case of City-sponsored exhibits when a shorter or longer display period may be designated.

### **PROCESS/PROCEDURES**

When artists/collectors contact the Library to show their work, they are asked to fill out the Artist Information form, submit slides/photos, given the Waiver of Liability form and, subsequently placed on the list. Once the artist/collector is scheduled for

an exhibit, scheduling arrangements are made for mounting the exhibit/display with accompanying display information.

### **EXHIBIT/DISPLAY GUIDELINES**

All works are required to arrive at the Library framed and ready for hanging or display. The Library does not provide materials or the space to prepare artworks for display or storage. The Library will coordinate with the exhibitor the artwork's installation. The exhibitor is responsible for dismantling the exhibit with assistance and oversight from Library staff. The Community Coordinator has the final say on all installation issues. Framed artworks must have picture wire securely attached to the back of the frame. No sawtooth hangers will be accepted. Artworks that are too large in size or weight, fragile, or include poor construction in content or framing will be rejected. Exhibits/displays must be installed during a mutually-agreed upon time. Delivery and retrieval of exhibit artwork and materials from the Library are the responsibility of the owner or owner's designated representative.

### **SALES**

Artworks that are for sale may not be displayed with prices on the artwork or on accompanying display information. However, display information may contain the exhibitor's contact information for sale purposes. The exhibitor is responsible for conducting the sale of any work directly with the purchaser. Works that are not available for purchase must be designated "NFS" (Not For Sale) on accompanying information. All works sold must remain on exhibit throughout the designated exhibit period.

### **WAIVERS**

The artist/exhibitor will be required to sign the Waiver of Liability Form before or at the time the exhibition is installed. Every precaution will be taken to protect the exhibitor's artwork or collection, but the City of Carlsbad, the Carlsbad City Library, or any officer, employee or agent of either does not assume any liability in connection with the exhibit or display.

### **FOR MORE INFORMATION**

Contact Jessica Padilla Bowen in the Library Programs & Exhibits Office, 760-602-2012.

## CARLSBAD CITY LIBRARY ARTIST INFORMATION

Thank you for your interest in exhibiting at the Carlsbad City Library. Please complete the following application and return it when submitting slides or photographs to the Library:

WALL EXHIBIT/ CASE DISPLAY (circle one)

I am interested in displaying at (circle one):

Carlsbad City Library (1775 Dove Lane)

Georgina Cole Library (1250 Carlsbad Village Drive)

Name:

Address-include city, state, zip code:

Phone:

E-mail:

FAX:

Web site:

Briefly describe your proposed exhibit/display:

Briefly describe yourself. For example: How long have you been involved in your specialty? Were you self-taught or did you study at a specific school or with specific persons? (Use reverse side for more space or attach a resume or biographical information.)

List memberships in associations or groups related to your exhibit or display:

List past exhibitions/displays, including any at the Carlsbad City Library:

Signed \_\_\_\_\_ Date \_\_\_\_\_

**WAIVER OF LIABILITY**  
**AND**  
**Request for Authorization to Publish**  
**Images of Artworks, Crafts, or other Materials Displayed at City of Carlsbad Library**  
**on the City of Carlsbad's Website**

I, \_\_\_\_\_, certify that I am the owner, creator or both owner and creator of the items listed below and hereby waive any claim or cause of action against the City of Carlsbad, its elected officials, employees and agents for any loss or damage of any nature to the below listed items while said items are on display at or in the possession of the City of Carlsbad, regardless of the cause of the loss or damage. I further agree not to assert any claim or cause of action, regardless whether said claim or cause of action arises under contract or tort, against the City of Carlsbad, its elected officials, employees and agents for any loss or damage to any of the below listed items while the items are on display at or in the possession of the City of Carlsbad.

I agree to defend, indemnify and hold harmless City, its elected officials, employees and agents from and against any claim, action, proceeding, liability, loss, damage, cost or expense, including, without limitation, reasonable attorneys' fees, as provided herein, arising out of any claim that the below listed items or any part thereto, infringes upon or otherwise violates any copyright, trademark, or other proprietary right of any third party, or that City's display of them otherwise violates this paragraph [collectively referred to for purposes of this paragraph as "Infringement Claims(s)"], by paying all amounts that a court finally awards or that I agree to in settlement of such Infringement Claim(s), as well as any and all expenses or charges arising from such Infringement Claim(s), including reasonable attorneys' fees, as they are incurred by City under this paragraph.

\_\_\_\_\_  
Initial

In addition to the "physical" display discussed above, \_\_\_\_ **I DO** \_\_\_\_ **I DO NOT** authorize the City of Carlsbad to publish on the its Web Site images of the items listed below for the purposes of promoting the City of Carlsbad Library exhibits. I have or will provide to the City of Carlsbad digital image(s) of the below listed items in a file size and format that meets the publishing requirements of the City's Web Site. I understand and agreed that my consent herein does not ensure that the City will actually publish to its Web Site images of the below listed items. I further understand and agree that the City, in its sole discretion, retains all rights of content management related to its Web Site.

**List of Items:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_